

Management Skills for Secretaries

Pre-Course  
January 29  
Rm 521  
Chamber of Commerce  
Half day

Original Course

The Comfort Inn  
Baltimore, Maryland

February 6, 7, 8,

Will not know anything as to where I will stay or how transportation will be provided until I go to the pre-course. on the 29th.

*Highly recommended  
by BJ.*

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Emphasis of this workshop is on effective time management procedures.

Designed for secretaries and other administrative support employees who want to improve their ability to manage their time and work flow. Conducted at CofC.

Dates

15-16 Nov 84  
3-4 Jan 85  
14-15 Jan 85  
13-14 Feb 85  
19-20 Mar 85

### Women in the Work Force

Focuses on how women are perceived in an office environment. Participants are made aware of how their actions impact on job performance and advancement. Emphasis will be placed on concerns of women in the business world as they relate to Agency employees.

Designed for female secretaries and administrative support employees who have had at least three years of Agency experience. A mandatory precourse briefing will be held at CofC approximately two weeks before the course is schedule to begin. Conducted at

Dates

6-8 Nov 84  
19-21 Nov 84  
4-6 Dec 84  
23-25 Jan 85  
6-8 Mar 85

### CATEGORY C

#### Management Skills for Secretaries and Administrative Assistants

Focuses on topics such as self-awareness, management styles, organizational politics, communicating with feedback, and self-development through goal setting. Participants engage in role plays and structured group activities. Close interaction between staff and participants is emphasized.

Designed for secretaries and administrative assistants who want to increase their organizational and personal effectiveness as well as develop their potential. Conducted at

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